New York City Employees’ Retirement System
Job Vacancy Notice CITYWIDE

Civil Service Title: Assistant Retirement Benefits Examiner (Per-Diem)  
Salary: $22.65–$26.05 (Annually)
Title Code: 40491  
Vacancies: 2
Division: Membership and Service  
Unit: Service Processing
Tier 3, 4, & 6 Loans

Job Description:

NYCERS Membership and Service Division has two openings for Per-Diem Assistant Retirement Benefits Examiners. The selected candidate will perform various Assistant Retirement Benefits Examiner functions, including but not limited to:

- Determine eligibility for Membership, Tier Reinstatement, Transfers, calculate years of service, account balances, required contributions, determine rate cancellation effective dates, Pre-member cost and compensation base.
- Review applications, forms and/or any related materials for completeness and accuracy. Enter, obtain, and/or update beneficiaries or pensioner data and information into the appropriate PROD system.
- Communicate and obtain information from/to members, other City and State agencies, NYCERS’ Business units, and/or other Retirement systems.
- Perform a variety of administrative tasks, including but not limited to: drafting letters, payroll certifications, and payroll verifications, payment confirmations, preparing documents for scanning, archiving and attaching documents to cases.
- Review and maintain work items including taking ownership, update work status, update case notes, transfer work items, pending and close items in the worker and checker queues of the NYCEwork system.
- Other related tasks as assigned by supervisor.

Preferred Skills and Experience:

- Works well in a high volume, fast-paced environment and time sensitive unit.
- Strong analytical skills, ability to multi-task and prioritize assignments.
- Written and oral skills should be clear and on a professional level.
- Knowledge of MS Word, Excel and Access.

MINIMUM REQUIREMENTS ARE ATTACHED

New York City residency is required.

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Internal candidates must have been rated satisfactory or better on their last annual evaluation.

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-23-0007 AND A COPY OF A CURRENT RESUME TO:

ALL OTHER APPLICANTS: www.nyc.gov/careers/search. Search for Job ID#: 545169

DATED: 08/11/2022 POST UNTIL: 08/26/2022
NYCERS POSTING NUMBER: 009-23-0007
Minimum Qualification Requirements:

1. An associate degree or completion of 60 credits from an accredited college, including or supplemented by 9 credits in mathematics, statistics, accounting, and/or actuarial science; or

2. A four-year high school diploma or its educational equivalent and two years of satisfactory full-time experience performing mathematical, statistical, actuarial or accounting computations in one or more of the following: a) a retirement or employee benefits plan; b) customer service in a financial institution; and/or c) in a position requiring the application of laws, rules and regulations and the use of statistical, actuarial or similar tables; or

3. A satisfactory combination of education and/or experience equivalent to “1” or “2” above. College education may be substituted for experience in “2” above on the basis that 30 semester credits from an accredited college may be substituted for each year of required experience. However, all candidates must possess a four-year high school diploma or its educational equivalent and either 9 semester credits in mathematics, statistics, accounting and/or actuarial science from an accredited college or one year of experience as described in “2” above.

Note:
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.